



NOTICE OF VACANCY

Title: Accountant III
(Utilities Accountant III)
Department: Utilities
Reports to: Assistant Director Finance and Administration

Salary: \$30,783.33
Overtime: Non-exempt
Closing Date: 12/29/2008
Job Grade: 44

GENERAL SUMMARY: Assists in processing and verifying financial transactions, monitors accounts, and performs other general accounting duties as directed within accepted accounting and bookkeeping practices and county and departmental policies. Reports to the Assistant Director Finance and Administration and works with co-workers, auditors, vendors, and public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares and enters journal entries to integrate the accounts receivable/billing system into the general ledger, including transactions related to billing, cash receipts, penalties, adjustments, etc.
2. Prepares project reports and other financial activity reports as directed by the Finance Director.
3. Assists in preparing monthly financial reports, including the bond fund report, renewal and extension fund report, and operating fund report.
4. Assists with the preparation of the annual budget and with the monthly analysis of budget to actual expenditures.
5. Documents budget adjustments, prepares budget adjustment request for approval of finance director, and ensures that budget adjustments are entered into the general ledger system.
6. Assists external auditors and co-workers with additional accounting duties as directed.
7. Serves as a resource to subordinate personnel as directed by the Finance Director.

REQUIREMENTS

Education: BA/BS in related occupational field of study.

Experience: 0-2 years in similar position, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of accounting and bookkeeping.
- Familiarity with computerized financial and accounting systems, including spreadsheet applications; generally accepted accounting principles; relevant federal, state, and local laws, and county and departmental policies and procedures.
- Proficiency in use of computers, standard business application software, and other office equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
WWW.AUGUSTAGA.GOV

Augusta, Georgia Is An Equal Employment Opportunity Employer

The government of Augusta, Georgia is an Equal Employment Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, disabilities, marital status, pregnancy status, veteran's status or any other basis prohibited by federal, state or local law. We value and encourage diversity in our workforce.

Americans with Disabilities Act (ADA) and Section 504 Accommodations

Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact either the Augusta, Georgia Department of Human Resources at : 706-821-2303 or the internal Augusta, Georgia Equal Employment Opportunity (EEO) Office at: 706-826-4789

Questions, concerns or request for additional information regarding Equal Employment may be addressed through: EEO Office, 501 Greene Street, Suite #314 Augusta, GA 30901, Phone: 706-826-4789